U.S. DEPARTMENT OF COMMERCE
Bureau of the Census

Recruiting Bulletin

OPENING DATE: November 26, 2008   Recruiting Bulletin No.: **29-08-DEC-142**
CLOSING DATE: December 11, 2008   Atlanta Regional Census Center
                                             Atlanta, Georgia

INFORMATION TECHNOLOGY SPECIALIST
GG-2210-05/07/09/11/12

Annual Salary Range:
GG-0301-05: $ 36,244 - $47,112
GG-0301-07: $ 43,270 - $56,246
GG-0301-09: $ 51,734 - $67,259
GG-0301-11: $ 56,815 - $73,860
GG-0301-12: $ 67,693 - $ 88,004

NUMBER OF VACANCIES: Few

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with an Enter-on-Duty date of 01/05/2009 and a Not-to-Exceed date of 07/31/2009 with a possible of an extension.

AREA OF CONSIDERATION: Current Census employees within the Atlanta Region, serving on an appointment of longer than one year.

DUTY LOCATION: Atlanta, Georgia

DUTIES: Has responsibility for management and maintenance of the LAN in the Regional Office and the Local Census Offices (LCOs). Manages the users of the system, creating and deleting users as appropriate, providing access rights to applications, files, and system devices. Trouble-shoots problems and resolves them if possible; initiates problem resolution procedures as necessary. May assist with installation of the LANs in the RCC and/or LCO. Conducts feasibility studies and recommends course of action. Reviews requirements of projects to determine objectives of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training. Responsible for a full range of

system administration/management of the Division's NOVELL Netware office automation LAN administration/management of the Division's production system environment.

QUALIFICATIONS:

You may qualify for a position based on your education, experience, <u>OR</u> a combination of both.

<u>Grade 05:</u> Experience: Three years of general experience equivalent to the next grade level that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process.
Education: Four year course of study leading to a bachelor' degree with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

<u>Grade 07:</u> Experience: Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept, operating computer consoles, scheduling the sequence of programs to be processed by computers, and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion
Education: One full year of graduate education or superior academic achievement with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

<u>Grade 09:</u> Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment.
Education: Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

<u>Grade 11</u>: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment.
Education: Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

Grade 12: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration.

Education: No substitution of education for experience is permitted.

You may qualify for a position based on your education, experience, or a combination of both.

If you are using education to qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to supply original transcript.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants MUST submit a separate, individual statement addressing each of the following:**

1. **Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.**

2. **Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.**

3. **Experience using and supporting Novell's Netware 5.x and MicroSoft's Windows desktop operating system.**

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy contact, **Mary Carson, Human Resources Specialist at 404-332-2734.**

HOW TO APPLY: Each applicant must submit a separate application for each grade level you are applying for. (Optional Application for Federal Employment, **OF-612**, a resume, or a SF-171, Application for Federal Employment) List your work duties and accomplishments relating to the job for which you are applying.

Each applicant must also submit a completed OF-306 Declaration of Federal Employment.

- Recruiting Bulletin number, title, and lowest grade acceptable

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number

- Country of citizenship (**this Federal job requires U.S. citizenship).**

- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**

- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 404-332-2734.

Complete application package must be receive by the closing date of the bulletin and submitted to:

Bureau of the Census
Atlanta Regional Census Center
Marquis II Tower
285 Peachtree Center Ave. NE
Suite 1100
Atlanta, GA 30303

ATTN: Mary Carson, Human Resources Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin, **December 11, 2008**. Applications received after this date **will not be considered. Faxed applications will NOT be considered. Emailed applications will NOT be considered.**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

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**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.